



*The U.S. Embassy provides a good opportunity to work for  
high-ranking officials in an international environment*

**Position Vacancy: Chauffeur (TOKYO)**

**OPEN TO:** All Interested Candidates  
**POSITION:** **Chauffeur FSN-1015 (position number A52727)**  
**\*FSN-3 (ERR authorized at FSN-5 for OR),**  
**\*FS-BB (Full Performance Level)**  
**OPENING DATE:** November 5, 2004  
**CLOSING DATE:** November 19, 2004  
**WORK HOURS:** Full Time 40 hours/week  
**SALARY:** \*Not-Ordinarily Resident: FS-BB US\$19,168 p.a. (Full Performance salary)  
(Position Grade: FS-BB is confirmed by Washington)  
\*Ordinarily Resident: FSN-5 ¥4,788,899 p.a. (Full Performance salary)

**PLEASE NOTE:**

1. \*Salary may vary depending on the qualifications of the successful candidate.
2. Only candidates selected for an interview will be contacted.
3. All ordinarily resident applicants must be residing in country and have the required work and/or residency permits to be eligible for consideration.
4. Please note that U.S. taxes are deducted for U.S. citizens and U.S. Legal Permanent Residents (green card holders).
5. The U.S. Embassy does not accept hand-delivered applications from outside the Embassy community. Please send by post, courier, or fax.

**THE U.S. EMBASSY IS SEEKING:** An individual for the position of Chauffeur in the General Services Office. This position drives assigned vehicles primarily for the GSO Motor Pool Section, but may be occasionally assigned to drive for VIP visits, or for other details as directed. Operates the vehicles in the safest, most courteous, secure, and careful manner. Maintains accurate driving records, vehicle maintenance records, and accident reports. Performs periodic and preventive maintenance on assigned vehicles. Follows special instructions on scheduled trips. Performs special errands as directed by supervisory personnel, and such other manual work as lifting and moving luggage, packages and parcels into and out of the vehicle as required. May be required to work shift hours, evenings, weekends, and holidays based on driver requirements. Performs other duties as assigned.

**QUALIFICATIONS REQUIRED:** All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

**--- AT FULL PERFORMANCE LEVEL ---**

1. Education: Secondary school degree is required.
2. Prior Work Experience: At least three years of experience as professional driver is required.
3. Language Proficiency: Level II (Limited Knowledge) Speaking/Writing English and Level IV (Fluent) Speaking/Writing/Reading Japanese is required.

4. **Knowledge:** Japanese motor vehicle practices, Japanese traffic laws, and working knowledge of the Tokyo metropolitan area is required.
5. **Skills and Abilities:** Japanese driver's license up to large-sized vehicle (bus and truck); able to work long, irregular hours and night/day schedules including weekends and holidays; capable of rigorous physical activity, pass an annual physical exam, have 20/20 (corrected) vision, and have normal or better vision (including night vision) is required. Capable of lifting and moving packages, parcels, and luggage or equipment into/out of the vehicle and have normal, to better than normal reflexes is required. Friendly customer focused positive attitude and ability to follow instructions is required.

#### **ADDITIONAL SELECTION CRITERIA:**

1. When equally qualified, Appointment Eligible Family Members and U.S. Veterans will be given preference.
2. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
3. Current employees serving a probationary period are not eligible to apply.
4. Currently employed AEFMs are ineligible to apply within the first 90 calendar days of their employment.

#### **APPLICATIONS MUST INCLUDE:**

1. An application for U.S. Federal Employment (SF-171 or OF-612), a current resume or curriculum vitae that provides the same information as OF-612;
2. Any other documentation (e.g., test scores, essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements; and
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

Applications are available at <http://japan.usembassy.gov/e/info/tinfo-jobs.html> or contact the Human Resources office.

#### **SUBMIT APPLICATION TO:**

Human Resources Office, ATT: Miriam Tokumasu  
1-10-5, Akasaka, Minato-ku,  
Tokyo 107-8420

#### **POINT OF CONTACT:**

Miriam Tokumasu  
TEL: 03-3224-5642  
FAX: 03-3224-5818

#### **DEFINITIONS:**

1. **EFM:** Family Members at least 18yrs. listed on the travel orders of a Foreign of Civil Service or Uniformed Service member permanently assigned to, or stationed to, a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM below.
2. **AEFM:** An EFM eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) who meets all of the following criteria: 1) US citizen; 2) Spouse or dependent who is at least age 18; 3) Listed on the travel orders of a Foreign, Civil, or Uniformed Service member permanently assigned to, or stationed at, a US Foreign Service post or establishment abroad with a USG agency that is under COM authority; 4) Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and 5) Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or Uniform Services.
3. **Member of Household:** A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. **Ordinarily Resident (OR):** A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. **Not-Ordinarily Resident (NOR):** Typically NORs are AEFMs and EFMs of FS, GS, and uniform service members who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**An Equal Opportunity Employer**